

	Title: Alliance Membership	
	Function: Membership	
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	Effective Date: 06/07/2017	Supersedes: 05/01/2017
Preparer: Eric Newby		Owner/Approver: Executive Director

**Purpose:** This policy is intended to describe membership application processes and memberships types and appropriate fees, as well as membership privileges and responsibilities for the North American Process Technology Alliance

**Definitions:**

- NAPTA – North American Process Technology Alliance
- Membership – annual affiliation and involvement with the NAPTA based on a January 1<sup>st</sup> through December 31<sup>st</sup> cycle.
- Subscription fee – Rate of membership payment based on type (education, industry, vendor, other)

**Related Documents:**

- **Instructor Skills Conference Guide**
- **General Meeting Guide (in development)**
- **NAPTA Bylaws**

**Responsible Parties:** Executive Director, Administrator, Alliance Officers

**Policy or Procedure:**

**Application process –**

- Membership application can be submitted by downloading and completing the fillable form on the Membership page of the NAPTA website. Email completed form to: administrator@naptaonline.org
- Application processing consists of:
  - Membership application will be reviewed and approved by the Executive Director.
  - A subscription invoice will be sent to the designated company or school contact person with a 30-day (upon receipt) payment period indicated.
    - This step can be taken upon receipt of application and approval from the Executive Director.
  - Membership is considered active upon receipt of invoice payment or confirmation of online payment receipt.
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**Membership subscription fees** – Membership types and levels are as listed below:

College Educator – State or Private Institution	\$750
Industry – Site Only (less than 500 total headcount)	\$1000
Industry – Site Only (500 or more total headcount)	\$1500
Industry – Corporate (North American sites) Total headcount less than 8000	\$3000
Industry – Corporate (North American sites) Total headcount 8000 or higher	\$5000
Vendor (Educational Resources)	\$1000
Educator – High School	\$0
Related Non-Profit Organization	\$0

- All membership subscription fees are pro-rated for first-year membership based on a monthly division and beginning on the first day of the month after membership application is received
  - Applications received after October 1<sup>st</sup> will be processed/invoiced for the next year
  - Final membership fee will depend on date of receipt of payment

**NOTE:** Pro-rated membership is only available for initial (first time) membership, and subsequent membership applications by a previous member will result in a full year’s fee being charged.

**On-going Membership Status –**

- Recurring membership subscription invoices will be mailed to the designated organization contact person on October 1st, with payment required in 30 days, for the following year.
- Payment reminders will be e-mailed at a monthly frequency throughout the remainder of the year, with final reminder by telephone in February.
- Non-payment by April 1<sup>st</sup> will result in a notification of membership cancellation and removal of the delinquent party from all NAPTA rosters and website pages.
- Delinquent “FULL” payments will result in reinstatement of membership for the current year.

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### **Membership privileges and responsibilities –**

#### **Privileges:**

- NAPTA meeting attendance – Membership is a requirement for attendance at NAPTA general and Visions meetings with one exception:
  - Complimentary “FIRST TIME EVER” attendance is available for individuals interested in NAPTA membership, and requires approval from an Officer, Executive Committee member, or staff member.
- NAPTA event registration fee discounts – Attendance at the annual Instructor Skills Conference and other events as developed and scheduled.
- Member recognition – All members will be listed on the appropriate page of the NAPTA website, and a link to the organizations website will be provided.
- NAPTA Job Bank – Member organizations are able to post PTEC-related open positions on the NAPTA website Job Bank.

#### **Responsibilities:**

- Member contact information updates – It is the responsibility of the current NAPTA member contact person to inform the NAPTA Administrative Coordinator when their organization changes contact persons for any reason (reassignment, retirement, etc.).
- Voting Member changes – All endorsed schools should keep the NAPTA office informed of their current Education and Industry Voting members, and immediately provide and changes that occur, including new voting member contact information.

#### **Addendums:**